

RAIL PROJECT NIGHT REPORT	
Part 1 – Planned Arrangements (to be pre-populated by the Osborne Rail Assurance Team)	
Shift Date and Planning Week Number	Date: Week No:
Night of the Week (i.e. F/S, S/S, S/M, M/T, T/W, W/T or T/F).	
Rail Contract. (Maintenance/IP etc)	
Contract Number and Fault number	
Location.	
Osborne Responsible Manager	
Project Manager	
Person In Charge (PIC).	
Protection Type (Possession/Line Blockage/Fenced/Site Warden/Open Line/High Street Environment etc)	
Works Activities Planned.	
Planned Shift Times (using 24hr clock)	
Part 2 – Shift Progress & Issues/Opportunities Arising (To be completed by the Osborne Supervisor on site at the end of the shift and sent/relayed to the Osborne PDM for onward Management Reporting)	
Workforce on site (Sub-contractors on site and Number of staff & operatives)	
Protection staff (CPs, L/Os, LXAs, Strapmen etc)	
Times on Site and off site	
Block times	
Works completed/Progress Update.	
Lost possession completed and sent to the RM?	
ES/SWL face to face briefings carried out before and after. Dates and times.	
Additional nights Required to complete these works?	
Comments.	